Help Introduce New York, New Jersey, and Pennsylvania Residents to Careers in Diplomacy



| Project Title | Help Introduce New York, New Jersey, and Pennsylvania Residents to Careers in Diplomacy |
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| Project Summary | Diplomat in Residence (DIR) New York Metro is seeking three eInterns to manage her official Facebook page, maintain and expand her contact database, help her identify program sites, and promote student programs/academic fellowships and Foreign/Civil Service career opportunities across her region. |
| Country | United States |

Project Description

Help the DIR expand her reach across New York, New Jersey, and Pennsylvania, with a focus on exposing members of communities and attendees/alumni of academic institutions that are underrepresented in the U.S. Department of State and professionals with deficit skillsets to various student programs/fellowships and career opportunities in foreign affairs. eIntern duties include, but are not limited to:

- -- Developing original text, visual, and video content for posting on the DIR's official Facebook page and reposting relevant content from other public and private institutions as related to the work and recruitment priorities of the U.S. Department of State. eInterns must be familiar with using industry standard, DYI graphic design platforms.
- -- Researching and cultivating relationships with academic institutions in the New York, New Jersey, and Pennsylvania region and identifying those with foreign affairs-focused majors and curriculums. This includes identifying points of contact in career centers, student/alumni associations and clubs, and professional organizations.
- -- Helping DIR identify campuses and organizations to visit in New York, New Jersey, and Pennsylvania for outreach programs such as information sessions, career fairs, guest lectures, and panel discussions. Join DIR at the program, when possible, as an observer, photographer, note-taker, and/or presenter on U.S. Department of State student programs/fellowships and career opportunities.
- -- Maintaining the DIR's talent management database by verifying or adding/revising/deleting contacts as needed.
- -- Tracking social media metrics for DIR Facebook page and developing online surveys to gauge audience interest and content impact.

Required Skills or Interests

Skill(s)

Cultural diplomacy

Editing and proofreading

Graphic design

Research

Social media management

Survey / polling design

Writing

Additional Information

eInterns will be selected and responsible for supporting the DIR in New York, New Jersey, and Pennsylvania. eInterns need not to be originally from these states; however, preference will be given to eInterns who currently reside in the state or who are matriculated at an institution in the state. Interested candidates can learn more about the DIR for New York, New Jersey, and Pennsylvania by visiting https://careers.state.gov/connect/dir/nymetro/, and more about the U.S. Department of State by visiting https://careers.state.gov/ and https://www.state.gov/. Also, please check out our recruitment blog at https://vsfstalent.wordpress.com/blog/ to read eIntern testimonials.

Language Requirements

None